

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

2090

Author:

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Department:

Communities

Contact:

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Subject:

Assisting and Moving People Training Provider

Total Value:

Up to £34,000 (Type: Revenue)

Decision Being Taken:

- 1) To approve commencing a procurement process to appoint a provider of Assisting and Moving People training courses for Adult Provision care workers on a one year contract, starting in July 2015, with the option to extend for a further 2 years subject to performance.
- 2) To delegate authority to the Communities service head, to award the contract to the successful provider.
- 3) To grant dispensation from Financial Regulation 5.1.1, in accordance with Financial Regulation 3.29, to extend the current arrangements with the existing training provider HME for one month, to allow for the procurement process to take place.

Reasons for the Decision(s)

It is essential that staff have the appropriate face to face training in assisting and moving people in order to work safely. This is essential training for care staff to undertake in order to work safely with citizens needing assistance to move. The opportunity to acquire knowledge and practice techniques and work with equipment is an important element of the training.

The cost of the contract will not exceed £10,000 for the first year (July 2015 to March 2016). If the option to extend the contract for 2 years is used, the cost will not exceed £24,000 for the 2 year period (£12,000 per annum).

This decision reflects the City Council's Value for Money ethos as follows:-
 Targetting resources towards meeting the needs of local people through the most economic, efficient and effective means: this training ensures that colleagues are equipped with the theory and practice to assist citizens to move in ways that are safe for all concerned. It ensures consistency and standard good practice and is required in order to meet health and safety legislation and good practice frameworks. Citizens will therefore benefit from staff who are well trained and qualified to fulfil their role safely and professionally.

Minimising the cost of resources will be achieved by seeking competitive quotations and a model of delivery to meet the needs of the diverse social care workforce. For the provision to be effective, efficient and economic, it needs to be delivered in a way that accommodates the needs of the workforce and their employers by minimising the impact on rotas of releasing colleagues for training, while representing an affordable cost. This training is crucial in promoting a culture of continuous improvement and up to date professional development and providing opportunities for practical work in order to ensure competence in a range of interventions. Having an external provider and assessor with professional and specialist expertise that we can work in partnership with contributes towards learning from other organisations and good practice leads within the adult social care sector.

Other Options Considered:

This training needs to be delivered by suitably qualified professionals, and include both theory and practice, so other options which may be suitable for some other learning - such as e-learning, distance learning and cascading to teams, are not appropriate.

Background Papers:

None

Published Works:

None

Affected Wards:

Citywide

Colleague / Councillor Interests:

Dispensation from Financial Regulations: Yes

Consultations: Those not consulted are not directly affected by the decision.

Crime and Disorder Implications: None

Equality: EIA not required. Reasons: Prospective providers will be required to address how they will ensure the training is accessible for all staff who need to undertake it.

Decision Type: Portfolio Holder

Subject to Call In: Yes

Call In Expiry date: 31/07/2015

Advice Sought: Legal, Finance, Procurement

Legal Advice: This report raises no significant legal issues.
Advice provided by Sarah O'Bradaigh (senior solicitor) on 21/05/2015.

Finance Advice: The budget has been identified within Adult Social Care. There will be no impact on savings agreed, from this service area, in the medium term financial plan.
Advice provided by Dee Fretwell (Finance Analyst) on 01/06/2015.

Procurement Advice: There are no significant procurement concerns with this decision. The request for a dispensation to extend the existing contract for one month is supported for operational reasons - this short extension will allow service to continue whilst a compliant procurement process is undertaken.

The Procurement Team will provide support for a quotation process in compliance with Contract Procedure Rules. This will ensure fairness, transparency and value for money going forwards.

Advice provided by Dawn Cafferty (Procurement Category Manager) on 26/06/2015.

Signatures Alex Norris (PH for Adults, Health and Community Sector)
SIGNED and Dated: 24/07/2015

Alison Michalska (Corporate Director for Children and Adults)
SIGNED and Dated: 22/07/2015
Theresa Channell (Head of Corporate and Strategic Finance) - Dispensation from Financial Regulations
SIGNED and Dated: 02/07/2015
Chief Financial Officer's Comments: